CENTENARY COLLEGE
STUDENT HANDBOOK

CENTENARY COLLEGE
1984-85
QUICK LIST

Please refer to Student Handbook for more detailed regulations and policies not listed in this book.

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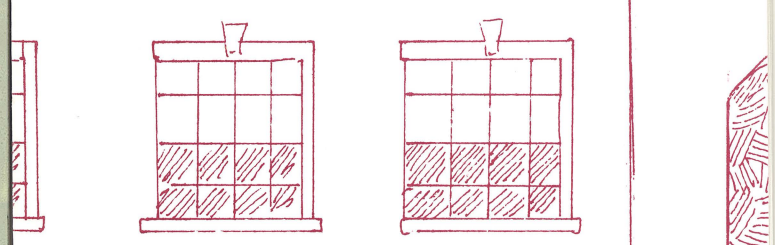

OFFICE LOCATIONS AND PHONE NUMBER FOR ADMINISTRATIVE AND STUDENT SERVICES PERSONNEL

IF YOU NEED ASSISTANCE ...

HOURS OF OPERATION

STUDENT SERVICES (A-C)

STUDENT SERVICES (D-K)

STUDENT SERVICES (L-R)

STUDENT SERVICES (S-Z)

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Students are accepted without regard to
race, color, sex, national origin or religious commitment.

President	Hamilton Hall Room 220	5101
Vice President	Hamilton Hall Room 235	5112
Dean of the College	Hamilton Hall Room 217	5104
Dean of Students	Hamilton Hall Room 127	5117
Asst. Dean of Students	Hamilton Hall Room 131	5110

Admissions Office	Hamilton Hall Room 132	5131
Financial Aid	Hamilton Hall Room 119	5137
Alumni Office	Hamilton Hall Room 227	5151
Director Student Actitivies	Moore Student Center 101	5266
Business Office	Hamilton Hall	5125
Placement Office	Hamilton Hall Room 127	5117
Campus Operator	Hamilton Hall Lobby	5011

OFFICE LOCATIONS AND PHONE NUMBER FOR ADMINISTRATIVE AND STUDENT SERVICES PERSONNEL

IF YOU NEED ASSISTANCE ...

HOURS OF OPERATION

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If you need:	*Contact:*
Academic advice	Dean of the College, your academic advisor
Auto registration	Business Office
Billing Information	Business Office
Books, sundry items	Bookstore
Counseling	Dean of Students, Dean of the College, Psychology Department, Chaplain
Employment (part time and full time)	Placement Office
Financial Aid	Financial Aid Office
General Information	Campus Operator
Housing Information	Asst. Dean of Students
Intramural Information	Athletic Department
Loans (small, short term)	Dean of Students
Lost & Found	Bookstore
Mail Box, Stamps	Post Office
Organization Information	S.G.A. President
Parking/Traffic Violations	Dean of Students
Refrigerator Rental	Business Office
Student's address or phone number	Campus Operator
Telephone LDS number	Asst. Dean of Students
To schedule events and meetings	Asst. Dean of Students
Transfer Information	Registrar's Office
Veteran Information	Financial Aid Office

IF YOU NEED ASSISTANCE ...

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ADMINISTRATIVE OFFICES
Monday-Friday: 8:00 a.m.-4:30 p.m.

CAFETERIA
Breakfast - Sunday-Friday
7:30-8:30 a.m. Hot breakfast
9:00-9:30 a.m. Continental (cereal, toast, juice, etc.)
Saturday: 8:30-9:15 a.m. Hot breakfast

Lunch - M/W/F/Sat/Sun: 11:30 a.m.-1:15 p.m.
Tuesday & Thursday: 11:00 a.m.-1:15 p.m.

Dinner - Monday-Friday: 4:30-6:15 p.m.
Saturday: 4:30-6:00 p.m.
Sunday: No evening meal

CAMPUS BOOKSTORE
Monday-Friday 8:00 a.m.-4:00 p.m.

CHAPELS
Large: 8:00 a.m.-6:00 p.m.
Small: 8:00 a.m.-12:00 M

COFFEE HOUSE (reg. semester hrs.)
Monday-Friday: 10:15 a.m.-12:00 M
Saturday: 2:00 p.m.-12:00 M
Sunday: 6:00 p.m.-12:00 M

GOLD DOME (student use – see bulletin boards)
Monday-Friday: 5:00-10:00 p.m.
Saturday-Sunday: 1:00-6:00 p.m.

HAYNES GYM (student use – see bulletin boards)
Monday-Sunday: 5:00-10:00 p.m.

HURLEY MUSIC BUILDING (practice rooms)
Monday-Saturday: 7:30 a.m.-11 p.m.
Sunday: 12 noon-9 p.m.

LIBRARY
Monday-Thursday: 8:00 a.m.-12:00 M
Friday: 8:00 a.m.-4:30 p.m.
Saturday: 1:00-5:00 p.m.
Sunday: 2:00 p.m.-12:00 M

MEADOWS MUSEUM
Tuesday-Friday: 1:00-5:00 p.m.
Saturday-Sunday: 2:00-5:00 p.m.
Monday: Closed

POST OFFICE
Monday-Friday: 8:30 a.m.-4:00 p.m. (See MAIL)

STUDENT UNION (reg. semester hrs.)
Monday-Thursday: 8:00 a.m.-10:00 p.m.
Friday: 8:00 a.m.-12:00 M
Saturday: 2:00 p.m.-12:00 M
Sunday: 12:00 noon-12:00 M

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BOOKSTORE

The Bookstore, located in the basement of Moore Student Center, has a variety of items ranging from textbooks and supplies to laundry detergent and novelty items. A wide selection of paperback books is available and any book in print may be special ordered. Personal checks up to $50.00 may be cashed with a a service charge of twenty cents added.
Hours: 8:00 a.m. - 4:00 p.m. Monday-Friday.

CAMPUS CONVOCATIONS

The College has set aside Thursdays from 11:10 a.m. - 12:00 noon as a time for the entire campus community to gather for various purposes. On occasions these gatherings are academic convocations, such as the President's Convocation or Founder's Day. Most frequently, religious services and lectures are held at this time period. All students and staff are invited and urged to attend.

In order to preserve this time for a gathering of the entire campus community, both the faculty and Student Senate have designated that no other meetings should be scheduled at this hour unless there is no official College function planned.

Concerts and lectures are held at other announced times.

CHAPLAIN OF THE COLLEGE

The Chaplain of the College serves as a clergyman to the campus community. He fills several of the pastoral roles of counseling, visitation in times of illness or other crisis, leadership in worship and various forms of religious education ministry. If a student or staff member desires a clergyman or worship service of his own religious tradition or denomination, the chaplain will assist him in referral.

The chaplain welcomes opportunities to know and visit with students and staff, especially in instances of particular problems. He is on call at any time of specific need.

COUNSELING – ACADEMIC

The Dean of the College assists the student in the area of academic affairs. The Dean's Office is located in Hamilton Hall, Room 217, and may be reached by telephone at 869-5104. At the time of admission to the College, the student is assigned a faculty advisor who is available for advice in academic matters.

The Advisor is responsible for assisting students with a degree plan which must be filed no later than the first semester of the junior year in the office of the Registrar. The office is located in Hamilton Hall, Room 113 and the telephone number is 869-5146.

COUNSELING – PERSONAL

Personal counseling is available from several sources on campus. The Chaplain, members of the Psychology Department and the Dean of Students are available to the students for this purpose. The names and offices are listed on the inside cover of this book. The College Psychology Department also provides a testing service to all interested students to help clarify problem areas and to determine special needs and vocational interests.

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DINING HALL

Centenary College has two student dining rooms and two private dining rooms. All resident students are required to purchase meals in the Dining Hall. Meal tickets are not transferrable.

There are no limitations as to the quantity of food students may have in the Dining Hall except on special "Steak Nights." However, neither food nor cafeteria supplies may be taken from the Dining Hall at any time.

Students who require special dietary meals and are under the care of a physician should present their prescribed menu to the Food Service Manager. If the prescribed diet can be provided, an identification card will be provided by the Food Service Manager. This card must be presented at each meal. If the prescribed meals cannot be provided, the students may make alternate arrangements with the Dean of Students. Working students are not ordinarily exempted from purchasing meal tickets. Students who are practice teaching and cannot eat their lunches on campus Monday through Friday may have their meal tickets prorated with a written statement of the need from their major area professor. These statements must be presented to the Dean of Students before or on registration day.

The Dining Hall hours of service are listed elsewhere in this book. The schedule is flexible at special times such as Finals Week.

During Exam Week, Food Service provides such snack items as tea, coffee, hot chocolate, fruit and cookies.

FINANCIAL AID

Scholarships, grant-in-aid and all federal aid programs are administered by the Director of Financial Aid.

Students are encouraged to visit the office of Financial Aid if they have any concerns or problems with their awards.

Part-time jobs under the Federal College Work-Study Program are processed through the Financial Aid Office. Off campus part-time jobs are coordinated by the Placement Coordinator located in the Dean of Students Office.

Veteran's benefits are administered by the V.A. Representative in the Financial Aid Office.

The Anna Ruth Nuttall Small Loan Fund, a fund established by the family and friends of the late Dr. Anna Ruth Nuttall, Assistant Professor of Bible and English at the college from 1945 until her death in 1952, is available for students in most cases. Students should apply to the Dean of Students Office. Ordinarily the amount loaned will be a maximum of $25.00. Loans are payable within fifteen days. Special provisions permit College authorities to lend larger sums from the fund when an emergency exists.

HEALTH SERVICES

If the need arises, Centenary College students may contact the Rushing-Risinger Clinic at 2020 Centenary Boulevard. If the student feels unable to do this, he should ask the Resident Director or the Resident Assistant to make the call from the student's room so that questions may be asked and answered. If it seems necessary for the student to be seen by one of the physicians that day, an appointment will be made. Otherwise, the student will be given instructions to follow and told when to call back if he is not better. Telephone calls made at night and at other times when the Clinic is closed will be taken by the physician on duty; one of the doctors is always available.

Each student always has the right to choose his own doctor and a full list of local physicians and surgeons may be found in the classified section of the telephone directory. Students may wish to ask their home physician for a specific referral in Shreveport.

The staffs of Doctors, Physicians and Surgeons, and Schumpert hospitals have been given the names of doctors to contact when a Centenary student arrives for emergency treatment. The physicians and the hospitals where they may be seen in an emergency are listed below:

Dr. Robert Rushing
Dr. George Risinger
Rushing-Risinger Clinic
2020 Centenary Boulevard
221-1643
(Office Hours: 9-11 a.m.;
2-4:30 p.m. Monday-Friday)
(In emergencies: P&S Hospital
1530 Line Avenue)

Dr. Keith Mason, Jr.
949 Olive
222-3132
(Office Hours: 2-5 p.m
Monday-Friday
appointment only)
(In emergencies: Schumpert,
915 Margaret Place or P&S
Hospital 1530 Line Avenue)

All fees related to off-campus medical services are handled on a private basis directly between patient and doctor. All full-time students are covered by an insurance policy which covers **accidents only** and pays a maximum of $1,000 toward medical expenses, with the student paying an initial $10.00. Insurance claim forms should be filled out in the Assistant Dean of Students Office within thirty (30) days following the accident. **As there is no student health fee to cover a campus physician, office visits as well as hospital service in the case of illness will be at the expense of the student.**

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LIBRARY

The Magale Library of Centenary College offers a variety of modern facilities and services which make it the information and study center of the campus. The total collection of more than 150,000 volumes includes books and periodicals for class work, personal research, and recreational reading. The general book collection is arranged on open shelves according to the Dewey Decimal Classification System. The Circulation Desk, the Reference Collection, the Current Periodical Browsing Shelves and Music Listening Room are located on the south end of the main floor. The Record Collection and Reserve Book Collection are located behind the Circulation Desk. The Pierce Cline Memorial Room on the second floor houses the rare book collection and special collections of Centenary, Louisiana, and Methodist materials. Interlibrary loan service provides for the borrowing of needed materials not available in the Green-Gold Library System.

Study facilities include four-place tables, individual free-standing carrels, and study rooms. Seating capacity is 303. A collection of materials in microform and the necessary readers are located on the first floor. A reader-printer is available for use and prints are twenty (20) cents per page. A photocopy machine is available for making copies for personal use at a cost of ten (10) cents per copy. Please ask at the Circulation Desk for assistance in making either photocopies or prints on the reader-printer. Please observe the copyright warning posted on the copy machine. A well-trained library staff is ready and willing to assist with reference questions and in the selection and location of materials. Do not hesitate to ask for help.

The Library Handbook, *Keys to the Magale Library*, provides a detailed guide to the services and facilities of Magale Library. Copies may be obtained at the Circulation Desk.

The Library Art Gallery, located in the main foyer, is used for rotating exhibits. These exhibits are usually changed once a month. The permanent art collection is on display on the first and second floors.

LOST AND FOUND

Items left in the Library may be claimed at the Library Circulation Desk. If items are left elsewhere, check at the Post Office in the Moore Student Center.

MAIL

The Campus Post Office is located adjacent to the Bookstore in the basement of the Moore Student Center. During fall and spring semesters the Post Office is open from 8:30 a.m.-4:00 p.m. Monday through Friday. All student mail, except for large parcels, is delivered to mail boxes located in the dormitory lobbies. Time of mail delivery varies from semester to semester because of the student workers' hours; however, mail is delivered daily. Dorm deliveries are not made during interim and summer sessions. During these periods students call for their mail at the Post Office. Box numbers and combinations are issued on registration day during the fall semester. Persons not assigned box numbers at registration should check with the Post Office personnel for an assignment. (Box numbers are not re-issued for the spring semester.) Box rent is not charged. It is the student's responsibility to give the Campus Post Office written notification of any change of address to insure proper forwarding of mail. Notification should be given prior to departure from campus.

NEW STUDENT ORIENTATION

Co-ordinated by the Dean of Students and an ad hoc committee, New Student Orientation is required of all freshmen and transfer students entering Centenary College for the first time. New Student Orientation occurs during the summer and just prior to the start of the school term in the fall and spring semesters.

PLACEMENT

There are two placement offices on campus. Students seeking fulltime teaching positions should register with the Teacher Placement Service in Mickle Hall, Room 03. All other career placement is co-ordinated by Dean of Students Office in Hamilton Hall. Students seeking part-time off-campus employment should also check with the Placement Coordinator in the Dean of Students Office. An Interview and Resume' workshop is offered once each semester.

RELIGIOUS ACTIVITIES AND ORGANIZATIONS

WORSHIP AND RELIGIOUS EDUCATION

Opportunities for worship and religious education on an ecumenical and non-sectarian basis are offered to the campus.

Campus worship services are planned with the particular needs of a college campus in mind and frequently reflect experimental modes of worship.

Convocations of a theological nature are held in Kilpatrick Auditorium or Brown Memorial Chapel on Thursdays at 11:10 a.m.

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WILLSON LECTURES

The Willson Lectureship has been established on the Centenary campus by Mr. and Mrs. J.M. Willson of Floyada, Texas. This annual lectureship brings to the campus distinguished speakers in the fields of religion and higher education.

BAPTIST STUDENT UNION

The Baptist Student Union is located in the Baptist Student Center, 2907 Woodlawn, across the street from the library. The Center is open from 8:30 a.m. until 5:00 p.m. on weekdays. A schedule of activities may be obtained from the BSU Director.

CANTERBURY

Canterbury House is located across the street from the Marjorie Lyons Playhouse and behind the K.A. House. The regular meeting day is Wednesday, with Holy Communion at 5:00 p.m. followed by supper and a program at 5:30.

CENTENARY CATHOLIC STUDENTS

Catholic students at Centenary College are cordially invited to attend services and participate in the life of local churches. Weekly meetings are also held by Centenary Catholic students.

CENTENARY JEWISH STUDENTS

Jewish students at Centenary College are cordially invited to attend services and participate in the life of local synagogues, Temple B'nai Zion (Reform) and Agudath Achim (Conservative).

METHODIST STUDENT MOVEMENT

As a liberal arts college related to the United Methodist Church, Centenary understands its historical and educational foundations to be grounded in the Christian faith. One expression of that special relationship is a religious activities program on campus that offers opportunities for personal growth in the lives of students and faculty. At Centenary that program is guided by the Office of the Chaplain,with the Reverend Robert Ed Taylor serving as Chaplain to the College. The program of religious activities involves a multi-directional approach to the needs of growing persons. Groups and structures are provided that center upon worship, Holy Communion, personal growth, Bible study, fellowship, intellectual challenges, recreation and counseling. The term Methodist Student Movement serves as an umbrella to cover these various structures. Yet, it is important to note that all of these programs are ecumenically oriented. Students from all kinds of religious traditions and those from none are welcomed and involved. The focus of all of these structures and groups is persons – accepted and affirmed in the depths of God's love. Varied theologies and religious views are represented. ALL are welcome.

Tuesday Communion – On each Tuesday at 11:10 a.m., Holy Communion is served in the small chapel adjacent to Brown Memorial Chapel. This celebration is open to all who desire to participate.

Wednesday Worship – Each Wednesday evening at 10:00 p.m., students break away for an informal worship time in the steeple of Brown Chapel. Student-led, the service seeks to challenge participants in the midst of the busy week.

Snoopy's Hour – On Thursday evening from 5:00-6:30 p.m., a large group of campus folk gather in the Kilpatrick Auditorium of the Smith Building for supper followed by programs designed to inform, inspire and build community.

Bible Study Group – Seeing the Scriptures as images and models for faith and life, small groups meet to probe the depths for insight and direction.

SECURITY

Centenary College employs four full-time and two part-time security officers. On the evening shift, two officers are on duty. In emergency situations, the officers can be contacted by way of a page-com system. Resident Directors, Resident Assistants, Resident Hall Monitors and Access Monitors and College officials have the telephone number for the page-com system. Mr. James Smith is the chief security officer.

STUDENT UNION BUILDING AND COFFEEHOUSE

The coffeehouse, located in the Moore Student Union, offers a relaxing atmosphere away from classes for student, faculty and staff. Operated by student workers responsible to the Director of Student Activities, a member of the Dean of Students staff, the coffeehouse provides minimally priced beverages, sandwiches and pre-packaged snacks. Entertainment is scheduled frequently and students who wish to perform should contact the Director of Student Activities in the Activities Office, Student Union Building. Coffeehouse hours are posted in the Moore Student Union.

The Moore Student Union offers ping pong, pool, electronic video games, as well as a variety of table games to be checked out from the Coffeehouse by presenting a student I.D. card. Many special activities are planned during the year by the Activities Director working with the SGA Entertainment Chairman, other campus organizations, or any group of interested students.

In addition to the Post Office and Bookstore, the Moore Student Union houses offices for the Student Activities Director, the Conglomerate (campus newspaper), the Yoncopin (yearbook) and KSCL (campus radio station).

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MOTOR VEHICLE POLICY

The operation of a motor vehicle on the Centenary campus is a PRIVILEGE granted by the College and is not an inherent right of any faculty/staff member, student or visitor. In the interest of safe and courteous motor vehicle operation, and in an effort to create the best possible conditions for those authorized to bring motor vehicles upon the campus, the College has adopted and enforces the regulations described below. It is the responsibility of the driver to familiarize himself or herself with these regulations, as the individual shall be held responsible for any infraction thereof.

Centenary College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on the grounds of the College. No liability shall be created by the granting of any parking or operating privileges on any property owned, leased or otherwise controlled by Centenary College.

Centenary College reserves the right to remove or to have removed any vehicle which is parked or operated in such a way as to cause a hazard to pedestrains or vehicular traffic or to the movement and operation of emergency equipment.

DEFINITIONS

ABANDONED VEHICLE: Any vehicle parked on campus without a parking decal displayed and not removed from the College campus for a period of seventy-two (72) hours.

LOADING ZONE: An area so marked which has been reserved for the exclusive use of vehicles during the actual loading and unloading of passengers or goods.

MOTOR VEHICLE: Every vehicle as herein defined which is self-propelled.

OWNER: The person who holds the title (or lien) to the motor vehicle, or whose immediate family member holds the title (or lien) to a vehicle being operated or parked on Centenary campus.

SECURITY OFFICER: An employee of the Centenary College charged with the responsibility for the protection of the College community and College property and the enforcement of the general rules and regulations of the College.

TRAFFIC CONTROL DEVICES: Signs, markings and devices installed by the College for the purpose of regulating, warning or guiding traffic or parking.

WHEEL LOCK: A device that can be attached to the rear wheel of an automobile to prevent it from being moved.

VEHICLE REGISTRATION REGULATIONS

The College requires all faculty, staff, employees and students (full-time and part-time) who are in any way connected with the College to register their vehicles and secure a parking decal if they desire to park on campus lots. In order to obtain a parking decal for any motor vehicle, the registrant must possess a valid driving license. Registration of a motor vehicle does not guarantee a parking space on campus.

Student vehicles will be registered and parking decals sold by the Business Office during registration for classes. Students who wish to purchase a decal after this time may do so at the Business Office.

The parking decal must be displayed on the right rear bumper. If the vehicle has a rubber guard running down the middle of the bumper, place the decal on the upper half of the bumper. Motorcycles will display the decal on a fender or side panel. If the decal is not affixed in the correct position, the operator of the vehicle will be required to purchase a replacement decal and affix it correctly to the bumper. No parking decal shall be issued to any person who owes fines and/or fees under these regulations.

A map of the campus, showing the parking lot locations is printed on the back cover of the Student Handbook. Copies will also be posted on bulletin boards in residence halls and other buildings on campus.

Temporary permits must be issued by the Dean of Students Office when vehicles are kept on campus for a brief time or when replacement vehicles are used for brief time periods.

The fact that a person parks in violation of these regulations and does not receive a ticket does not mean that the regulation is no longer in effect.

Any motor vehicle that has broken down on College property must be reported immediately to the Dean of Students Office. The registrant will be allowed seventy-two (72) hours for removal of such vehicle. Major mechanical repairs to vehicles on College property are prohibited.

Members of the College community will be held responsible for knowing and complying with these regulations. The registrant of a vehicle will be held responsible for the safe operation and proper parking of his or her vehicle, regardless of who may be the operator. No person shall park or operate a motor vehicle on the campus in such a manner which would cause damage to any College property or grounds.

The speed limit on campus is fifteen (15) miles per hour. Pedestrians shall AT ALL TIMES have the right of way. Bicycles may not be operated on campus sidewalks.

No person shall interfere with traffic enforcement or the operation of any traffic control device, ignore any security officer's signal or instruction, or tamper with, destroy or deface any traffic device.

VEHICLE REGISTRATION FEE

Students will be charged twenty ($20.00) dollars per year for a parking decal. Senior and junior students have first priority on campus lots #2 and #4. Parking decals are sold on a first come, first served basis in accordance with the registration cycle used by the College. Decals purchased at mid-term will be $10.00. Decals for motorcycles will be $5.00. Replacement decals will be $2.00.

Official Centenary College vehicles and vehicles owned and operated by faculty and staff must have decals. Faculty, staff and employees owning two vehicles may obtain a second decal from the Business Office with additional charge. Faculty, staff and College employees are expected to abide by these regulations. Should there be violations, these individuals are responsible for the payment of fines.

PARKING & TRAFFIC REGULATIONS

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ACADEMIC CALENDAR

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VIOLATIONS

Tickets will be issued to any individual in violation of the above regulations. Special emphasis is placed on the following violations, although this is not an inclusive list:

Speeding or driving in a reckless or careless manner.
Parking and driving on grassed area or sidewalks.
Parking in an unauthorized lot.

PENALTIES AND FINES FOR PARKING VIOLATIONS

There will be a fine of $20.00 for parking or driving a motor vehicle on the grass or sidewalks of the campus. In addition, the violator will be required to pay for damages to campus grounds.

Violations are totaled each semester. The student's unpaid fines are recorded on his account and must be paid prior to registration for a subsequent semester or before transcripts or other offical College records can be released. 1st, 2nd or 3rd violations reduced to 1/2 price if paid within 24 hours.

First and Second Violation	$ 1.00
Third Violation	$ 5.00
Fourth Violation	$10.00
Each subsequent violation	$10.00

After the fourth violation, the College has the authority to have the vehicle in violation towed from the campus. A letter of clearance from the Business Office will be required by the impounding firm. The student will also be responsible for paying all costs involved in removing, impounding and storing such vehicle.

The Business Office will refer recurrent student violators to the administrator responsible for Security. Continued infractions by faculty, administration and staff will be referred to the Dean of the College.

PENALTIES AND FINES FOR SPEEDING AND RECKLESS DRIVING

The Centenary College campus is legally a school zone. Speed limit is 15 m.p.h. 24 hours a day seven days a week. Speeding and reckless driving (definition of such left to the observing officer) shall be subject to fines as follows:

First Offense	$5.00 or Warning
Second Offense	$25.00
Third Offense	$25.00 plus withdrawal of privilege to operate or park vehicle on Centenary campus.

Students caught "joy riding" or "landscaping" on College lawns will automatically be fined $250.00 and in addition must face a discipline committee.

APPEAL OF PARKING/TRAFFIC VIOLATIONS

If the administrator responsible for Security refuses to void a ticket, the individual in violation may appeal to the Dean of Students **within five (5) days of the violation.**

PARKING LOTS

LOT #1	James, Hardin and Sexton residents, guests of the College and overflow for Lots #3 and #4.
LOT #2	Cline residents (Juniors and Seniors have priority). This lot is monitored 24 hours a day, seven days a week. Tickets will be issued for violations regardless of time or day of week. Overflow goes to Lot #6.
Lot #3	Rotary residents, commuting students, faculty, staff and periodically Continuing Education students. A few spaces are reserved for Meadows Museum. Lot #3 is an overflow for Lots #1 and #4.
Lot #4	Visitors and guests of the College. James, Hardin and Sexton residents (Juniors and Seniors have priority). This lot is monitored 24 hours a day, seven days a week. Tickets will be issued for violations regardless of time or day of the week. Overflow goes to Lot #3.
Lot #5	Woodlawn Avenue. Commuting students. No decal required to park in this area.
Lot #6	Commuting students and periodically Continuing Education students only, 7:30 a.m. to 4:30 p.m., Monday through Friday. Lot #6 is an overflow for Lot #2.
Lot #7	Faculty and staff only, 7:30 a.m. to 4:30 p.m., Monday through Friday.
Lot #8	Faculty, staff, visitors only, 7:30 a.m. to 4:30 p.m., Monday through Friday.
Lot #9	Commuting students who prefer not to purchase a decal for Lot #6 or use the Woodlawn Avenue parking.
Lot #10	Hurley Music Building. Faculty and staff only, Monday through Friday, 7:30 a.m. to 4:30 p.m.
S.U.B. Lot	Faculty and staff only. With exception of Bookstore personnel, faculty and staff are encouraged to use this lot only for mail delivery and pick up. A limit of 10 minutes is requested.

Students should be aware that Lots #6, #7, #8 and #10 are Faculty/Staff lots and are in use Monday through Friday from 7:30 a.m. to 4:30 p.m. Students may park in these lots at hours other than these and on weekends.

PARKING & TRAFFIC REGULATIONS

ACADEMIC CALENDAR

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ACADEMIC CALENDAR 1984-85

Fall Semester, 1984

Pre-registration Faculty Conference 9:00 a.m. - 4:30 p.m.	Aug. 24 Fri.
Dorms open for new students 8:00 a.m. - 11:30 a.m.	Aug. 25 Sat.
Orientation	Aug. 25 & 26
Dorms Open for returning students 1:00 p.m. - 6:00 p.m.	Aug. 26
New Student Advising 8:00 a.m. - 12:00 noon	Aug. 27
Completion of pre-registration (returning students) 8:00 a.m. - 12:00 noon	Aug. 27
Registration for new students 1:00 p.m. - 4:00 p.m.	Aug. 27
Classwork begins 8:20 a.m.	Aug. 28 Tues.
Labor Day Holiday	Sept. 3
Last day for enrolling, adding courses or changing sections	Sept. 6
Mid-Semester Grades Due Noon	Oct. 19
Last day for dropping courses or changing enrollment status	Oct. 25
Thanksgiving Recess begins 10:00 p.m.	Nov. 20
Thanksgiving Recess ends 8:20 a.m.	Nov. 26
Last day for removing incomplete grades from preceeding semester	Nov. 30
Preparation Week	Dec. 3-9
Class work ends	Dec. 6
Pre-registration 8:00 a.m. - 2:00 p.m.	Dec. 7 Fri.
Semester Exams	Dec. 10-14
Dorms Close 2:00 p.m.	Dec. 15

Interim, 1985

Itermim registration	Sept. 4-Nov. 20
Dorms open 1:00 p.m.	Jan. 2 Wed.
Classwork Begins	Jan. 3 Thurs.
Last day for enrolling or changing sections	Jan. 8 Tues.
Last day for dropping courses	Jan. 14 Mon.
Classwork ends	Jan. 24 Thurs.
Dorms Close 2:00 p.m.	Jan. 25 Fri.
Interim grades due	Feb. 6

Spring Semester, 1985

Dorms open 1:00 p.m.	Jan. 27 Sun.
Registration 8:30 a.m. - 4:00 p.m.	Jan. 28
Class work begins 8:20 a.m.	Jan. 29
Last day for enrolling, adding courses or changing secitons	Feb. 7
Mardi Gras Holiday begins 3:00 p.m.	Feb. 15
Mardi Gras Holiday ends 8:20 a.m.	Feb. 20
Mid Semester grades due Noon	Mar. 15
Last day for dropping courses or changing enrollment status	Mar. 21
Spring Recess begins 5:00 p.m.	Mar. 28
Spring Recess ends 8:20 a.m.	Apr. 9
Last day for removing incomplete grades from preceding semester	Apr. 12
Preparation Week	May 13-19
Class work ends	May 16
Pre-registration 8:00 a.m.-2:00 p.m.	May 17 Fri.
Baccalaureate and Commencement 2:30 p.m.	May 19
Semester Exams	May 20-24
Dorms Close 2:00 p.m.	May 25

Summer Session, 1985

Dorms open 1:00 p.m.	June 9
Registration	June 10
Four-week courses meeting 1 hr. 55 min. daily	(A) June 11-July 5
	(B) July 8-Aug. 2
Eight week courses meeting 55 min. daily	June 11-Aug. 2
Nine week courses	June 11-Aug. 9
Independence Holiday	July 4
Last day for enrolling, adding courses or changing sections	(A) June 13
	(B) July 10
Eight and nine week courses	June 14
Last day for dropping courses or changing enrollment status	(A) June 18
	(B) July 15
Eight and nine week courses	June 25
Dorms close 2:00 p.m.	Aug 10. Sat.

1984-85

AUGUST

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ACADEMIC CALENDAR

NOTES - PHONE NUMBERS

NOTES – PHONE NUMBERS

CENTENARY COLLEGE
STUDENT HANDBOOK

ALMA MATER

(Words by James Church Alvord)

Where the sleepy, silver bayou
Gleams among the pines,
Watching o'er the throbbing city
Alma Mater shines.

(Chorus) Forward, forward, Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary, Hail!

Like a wave the mighty city
Surges 'round thy feet.
Guide it, train it, teach it widsom,
Alma Mater sweet.

Green the boughs that rustle 'round thee
On thy stately crest;
Greener is our mem'ry of thee –
Alma Mater blest.

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A WORD FROM THE PRESIDENT

Community life-style that is mutually wholesome and joyous doesn't come unplanned, haphazardly. We're not built like that: this isn't paradise, and we're not perfect. It takes hard work, for most of us; and good patterns, shaped by many hands, tested by all kinds of people – for we are all kinds of people.

This handbook is a reflection of that kind of hard work. It, too, is not perfect; and perhaps we can improve it together. Until we do, these are the patterns we have, and in them we'll live and work together here.

But the goal is a high quality in our life together. It is one of the aims of a good liberal-arts education, and centers on enabling one to achieve one's finest potential, as a humane person.

Certainly, if I can help you in any way, please let me know? Have a good year!

Donald A. Webb
President

STUDENT ACTIVITIES

Involvement! How can you become more involved with the orgainzations and activities happening on campus? All it takes is the desire and willingness to share your personality and talents with others. If you choose to "Go Greek", there are six active Greek organizations at Centenary. Chi Omega and Zeta Tau Alpha for the ladies and Kappa Alpha, Kappa Sigma, Tau Kappa Epsilon and Theta Chi for the gentlemen. All are involved in both college and community service as well as their own various activities.

Besides the Greek organizations, Centenary has many professional and religious organizations as well as a variety of other clubs and organizations in which you can become involved. If you enjoy writing and drawing, the Conglomerate, the school paper, or Pegasus, Centenary's literary magazine, could be the place for you. If your interest is in photography, Centenary's yearbook, Yoncopin, is always looking for talented persons. KSCL, the radio station operated by students, is a great place to start for students interested in the exciting field of broadcast journalism.

Attention Political Science majors and others interested in Government, the Student Government Association needs active students concerned with not only the present but also the future of Centenary College. The S.G.A. is actively involved in the decision making of many important issues on campus.

If you like to have a role in what happens in your dorm and do not have time to devote to the S.G.A., Dorm Council could use you. Dorm Council's duty is to regulate internal dorm life, such as discipline, following of rules, and coordination of activities in dorm living.

If you enjoy sports either as a participant or a spectator, Centenary offers a wide variety of intramural sports. They include football, softball, tennis, ping-pong, racquetball, basketball and volleyball.

In the fall, twelve students are selected to become members of the Student Activities Advisory Council. They work closely with the Director of Student Activities, planning and coordinating the activities for the year. They also work with the S.G.A. Entertainment Chairperson and his/her committee, planning joint activities. They give input to the Coffeehouse Manager as to what students would like to see in the Coffeehouse. Speaking of the Coffeehouse, we are always looking for hard-working students to serve there. You really can meet a lot of the other students while working behind the counter. The Coffeehouse has many things to offer the students, including VCR movies every night with Saturday and Sunday matinees, a wide variety of sandwiches, candy, chips and other goodies, and a great place to study, especially during finals when it is open 24 hours daily.

The Student Activities Office is always open to new ideas and activities the students will enjoy. This could be the time for you to become a growing part of Centenary College and become INVOLVED.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble:

This Student Government Association Constitution provides the guidelines within which the SGA will work toward improving Centenary's community atmosphere and toward bettering student life. Acting as an intermediary between the students and the faculty and administration, the Senate will be a forum for the presentation of student opinion. Also, to insure the quality of certain aspects of college life, the SGA will oversee the operations of Senate committees, campus media, and judicial bodies.

ARTICLE I. Senate - legislative and administrative powers

A. Membership
   1. Qualifications
      a) full-time student throughout term of office
      b) 2.0 cumulative GPA throughout term of office
   2. Representation
      a) three representatives from each class
      b) four officers elected at large

B. Officers (same requirement as above; in addition, must be students who, at the beginning of the next academic year, will be classified as juniors or seniors)
   1. President
      a) presides over SGA
      b) plans agenda
      c) ex-officio member of Board of Trustees
      d) official representative of SGA to Centenary College
      e) chief administrative officer of Senate
      f) member of Student Life Committee
      g) shall be responsible for holding meetings at least monthly with Senate officers.
   2. Vice President
      a) assistant administrative officer
      b) parliamentarian
         1. in charge of up-dating by-laws and making copies available
         2. maintains order according to *Robert's Rules of Order*
      c) responsible for receiving committee reports
      d) oversees committee structure
      e) shall be responsible for holding meetings at least monthly with committee chairmen/chairwomen
      f) shall be responsible for collecting proposed amendments and for preparation of future constitutions.
   3. Secretary
      a) takes minutes and agenda, is also responsible for sending them to members of the Senate at least one day prior to meetings

b) responsible for all office work and all Senate correspondence
c) responsible for keeping all official records of SGA

4. Treasurer
   a) administrator of SGA budget
   b) proposes budget at beginning of each semester
   c) responsible for prompt payment of all bills, transfers involving Senate funds, and all other financial proceedings, under auspices of the Senate
   d) has access to all financial records of any organization which requests or receives any funds from the SGA
   e) on call of Senate, shall report to the student body a list of expenditures per activity, balance sheet, and any other material pertinent to student interests
   f) submits to incoming and outgoing Senates a list of all financial proceedings, has the responsibility to instruct the incoming treasurer.

C. Election Procedure
   1. Each candidate for Senate office will secure a petition with student signatures requesting his/her nomination to the office.
      a) 25 signatures from his/her class for class representative
      b) 50 signatures at large for Senate officers
   2. Each candidate shall obtain proof of GPA
   3. Election procedure shall be regulated by the Elections Committee as stated in its by-laws
   4. All full-time undergraduate students may vote in SGA elections
   5. Installation of new Senate: The newly elected Senate must be installed after at least one joint meeting with the old Senate, and must assume power as the new Senate by the third meeting after the elections
   6. Senate vacancies will be filled by special elections, as stated in Elections Committee by-laws.

D. Impeachment Proceedings
   1. Any Senator or officer may be removed from office by a 3/4 vote of the Senate
      a) for consistent failure to discharge duties
      b) through the bringing of a petition calling for Senate consideration of impreachment signed by 50 of a representative's constituents, or 100 members of the student body, in the case of an officer.

E. Quorum: A quorum consisting of at least half the voting membership of the Senate must be present before any official business may proceed.

F. Committee Structure
   1. Standing Committees
      a) Appointment Procedure
         1. At the end of each academic year, when committee chairmanships are to be filled, the Senate shall be responsible for conducting a poll for student preferences for committee assignments
         2. Chairmen/Chairwomen are appointed by majority vote of the Senate in closed session
         3. Members are appointed by the chairman/chairwoman of each committee from a list of students expressing preferences for particular committees, with Senate approval and/or appointments from the student body.
      b) General Responsibilities of Chairmen/Chairwomen
         1. Present at meetings at the request of the Senate
         2. Responsible for informing chairman/chairwoman of Publicity Committee at least one week in advance of an event that publicity is needed for that event
         3. Failure to discharge duties will be grounds for dismissal.
   2. Committees and Specific Responsibilities
      a) Entertainment - shall oversee all social activities conducted by Senate and all responsibilities delegated to it by the Senate; shall secure all Senate-sponsored visual entertainment. The chairman/chairwoman shall be present at all SGA meetings or have a proxy present to report on committee actions
      b) Forums - shall secure all Senate-sponsored speakers
      c) Elections - shall oversee and regulate all electoral proceedings in the SGA; shall be responsible for elections of the Senate, Judicial Board, and any other Senate-directed electoral activities, as well as special elections
         1. The chairman/chairwoman of the Elections Committee shall submit to the Senate Vice-President a complete list of elections results, and will also submit annually for Senate approval the Committee's by-laws
         2. All electoral disputes shall be ruled upon by the Senate; if at least 3/4 of the Senate shall deem a complaint legitimate, it shall order the results invalidated and call for a new election
      d) Publicity - shall be responsible for all publicity on and off campus
      e) Cafeteria - shall represent the Student Senate as an intermediary between the students and the cafeteria management. Their on-going goal should be that of improving food service. Students should communicate their recommendations and complaints to members of this committee

ARTICLE II. Judicial Branches of the SGA: to adjudicate conflicts arising from violation of College regulations, and to execute judgments of said adjudication, there shall exist the following judicial branches of the SGA with the following powers:

A. Dorm Councils
   1. Shall exist for internal regulation of dorm life.
   2. Dorm constitutions shall be subject to annual review and alteration by the Senate, and must be within the guidelines of SGA Constitution.
   3. Composition and membership of dorm councils shall be left to the discretion of individual dorms.
   4. The dorm councils shall have the power to impose any penalty appropriate to minor infractions, short of restriction of campus privileges, social probation, suspension, or expulsion from the College.

B. Judicial Board
   1. Membership - Judicial Board shall be composed of nine members: one male and one female from each class and one representative-at-large.
   2. Qualifications
      a) full-time student
      b) 2.0 cumulative GPA
      c) not be a member of any dorm council, Student Senate, Student-Faculty Committee, Honor Court, or hold a Resident Assistant position.

3. Duties and Powers
   a) The Board shall have the power to hear and act on all cases referred to it by the Judicial Referral Board, or appealed to it by a student.
   b) The power of the Board shall include the power to impose any penalty except suspension or expulsion from the College.
   c) In appellate cases, the Board shall have the power to uphold or decrease the penalty of a dorm council, but in no case may it increase the penalty.
   d) The Board has the power to adopt its own by-laws within the guidelines set forth in this Constitution, subject to Senate approval.
4. Election Procedures
   a) All members except freshmen are elected during the spring general election regulated by the Elections Committee, and will take office at the beginning of the next academic year.
      1. Freshmen will be elected in the fall SGA elections.
      2. They will take office immediately after election.
   b) The freshmen, sophomore, and at-large representatives will serve one year terms. The junior representatives will serve a second year as senior representatives. A special election will be held to fill any vacancy.
   c) Prior to the general election, all candidates must present to the Elections Committee a petition with 25 signatures from full-time students from their class. The at-large representative must obtain 50 signatures from students.
5. Impreachment Procedure
   a) Any student, including Judicial Board members, may bring before the Senate charges of dereliction of duty against any Judicial Board member.
   b) On motion from any two Senators, the Senate will review the charges against the accused Board member, following the same rules of procedure and observing all rights of the accused as guaranteed in this Constitution.
   c) A 3/4 vote of the Senate will be necessary for conviction and removal from office of any Judicial Board member.

C. Student-Faculty Discipline Committee
1. Student members of the Committee shall be nominated by a majority vote of the Senate, subject to the approval of the President of the College.
2. Qualifications
   a) full-time student
   b) 2.0 cumulative GPA

ARTICLE III. Regulations in the Judicial Process

A. Regulations concerning procedure:
1. Before each case is heard, the accused must be informed of all rights and regulations enumerated in Article III of this Constitution and in the Constitution or by-laws of the particular judicial body.
2. All charges and allegations against the accused must be made available to him in written form at least five days prior to the presentation of any evidence. The accused may waive this right.
3. The accused must be allowed sufficient time to prepare a defense. In his defense the accused has the right to present any evidence or witnesses in his own behalf.
4. The accused may (along with his counsel, if desired) be present during the entire proceedings of the case, except when the judicial body confers to reach a verdict.
5. The accused has the right to appeal to the Student-Faculty Discipline Committee the assignment of his/her case to a particular judicial body by the Judicial Referral Board if the accused considers that assignment unjust.

B. Procedure concerning the gathering and presentation of evidence:
1. Information which is not relevant to the case before the particular judicial body shall not be presented as evidence.
2. No evidence may be admitted or considered by a judicial body without the knowledge of the accused, nor without allowing the accused a sufficient length of time to prepare a defense against that evidence.
3. No evidence may be presented as evidence which is not in written form, with the exception of oral testimony.
4. All consultations between the accused and his/her faculty advisor, or between the accused and any administrator or faculty member acting in a counseling capacity, shall be considered privileged information, and therefore inadmissable as evidence without the express written consent of the accused.

C. Procedure concerning appeals:
1. Upon reaching a verdict, the judicial body shall immediately inform the accused of his right to appeal.
2. The accused has the right to appeal any case within one week of the rendering of the previous decision to the immediately higher judicial level in the order of:
   a) Judicial Board
   b) Student-Faculty Discipline Committee
   c) President of the College
3. Only the judicial body or person appealed to considers the justifiability of the appeal. Permission of the Dean of Students or any other administrator is not required.
4. The judicial body appealed from must make available to the accused, in writing, a complete and accurate record of the proceedings of his hearing within seven days after being notified of the appeal by the accused. The record must include:
   a) a statement of charges and allegations brought against the accused
   b) written evidence presented during the course of the hearing
   c) a list of all witnesses presenting oral testimony during the course of the hearing
   d) a written statement of the body's decision

D. Failure on the part of any judicial body to observe any regulation of Article III shall hereby be considered a violation of due process, and as such, sufficient grounds for appeal.

ARTICLE IV. General Regulations

A. Separation of Powers
1. No student may serve on more than one of the following bodies:
   a) Student Senate
   b) Judicial Board
   c) Student-Faculty Discipline Committee
   d) Honor Court
   e) Dorm Council
2. No Student may serve on more than one judicial body.

B. Amendment Process
1. This Constitution may be amended by a 2/3 vote of the Senate.

2. A petition signed by 20 percent of the full-time undergraduate students shall require the Senate to hear a requested amendment.
3. All amendments approved by the Senate must be approved by a majority of full-time undergraduate students voting. Faculty approval is also necessary for all amendments.

C. Ratification of Future Constitutions - any new Constitution of the SGA must be approved by a majority vote of the following bodies:
1. The Student Senate.
2. The full-time undergraduate student body, voting in a special election.
3. The Faculty.

EXPECTATIONS OF CENTENARY COLLEGE FOR ITS STUDENTS

Introduction

Each person enrolled as a student in Centenary College is expected to conduct himself/herself in a manner which is acceptable to an ordered society and in a manner which is compatible with the function of the College as an educational institution.

Social rules and regulations at Centenary have as their object the development of students as moral, intelligent, responsible members of an academic community and, extensionally, of the nation. To accomplish this, it is necessary that the rules themselves reflect true morality, intelligence, and responsibility by calling for high standards of self-discipline and habit formation in all personal and social practices which might be listed.

STUDENTS WHO ARE ENROLLED IN THE COLLEGE ARE SUBJECT TO THE RULES AND REGULATIONS OF THE COLLEGE WHILE ON COLLEGE-OWNED OR COLLEGE-CONTROLLED PROPERTY. IT IS THE RESPONSIBILITY OF THE STUDENTS TO BECOME FAMILIAR WITH THIS HANDBOOK AND THE VARIOUS DOCUMENTS TO WHICH REFERENCE IS MADE. ANY STUDENT FAILING TO ABIDE BY COLLEGE REGULATIONS IS SUBJECT TO DISCIPLINARY ACTION BY THE AUTHORIZED BODIES AND OFFICIALS OF THE COLLEGE.

General College Regulations

AUTOMOBILES ON CAMPUS

All students who desire to operate their vehicles on campus must register them in the Business Office located in Hamilton Hall. Vehicle registration should be completed at the time of registration for course work; there is a $20.00 fee for parking privileges. In order to register a motor vehicle, you will need to present a valid driver's license, evidence of liability insurance, license plate number of your vehicle. Registration does not guarantee a specific parking place or parking lot.

FOOD SERVICE

All students who live in the college residence halls, or Greek houses are required to purchase meal tickets and to comply with College policies governing access and use of the Cafeteria.

HOUSING

All full-time students are required to live on campus except students living with their immediate family (parents, grandparents, aunts or uncles), married students, divorced students, and students who are 22 years of age or older before or by mid-semester of the time they wish to live off campus. **The following exceptions to this policy must be approved by the Dean of Students at least 15 days prior to registration:**

1. Students who are two-year veterans
2. Students whose employment requires off-campus living (Letter from employer required)
3. Students whose physicians state they are required to live off campus for medical reasons or whose prescribed diet cannot be met by our Food Service (Letter from Cafeteria manager required)
4. A specified number (to be determined by the Dean of Students) living in fraternity housing. Those students living in fraternity housing must purchase meal tickets.
5. Dual residence (having a residence hall room and another residence dwelling) is not permitted.

Where there are empty rooms in the residence halls they will be made available to students on a seniority basis at the rate of a private room. However, single occupancy is not guaranteed any student at any time and is to be considered a privilege rather than a right. **Room rent is not refundable.**

Room assignments are made according to the following steps: (Full time students have priority)

1. Housing applications are mailed to all resident students. Questions include the specific room requested and the preference for private or double occupancy. The student has the opportunity to state such preference as a roommate who does not smoke, one who wants music while studying, etc.
2. Requests are met in accordance with the following priorities, in this order: present occupancy, classification with seniority privileges and date of receipt of application.
3. Double occupancy requests have priority over single occupancy requests.
4. After the deadline for returning applications, assignments are made on a first application received basis although the upperclass students maintain priority over incoming students.
5. Private rooms are offered as long as they are available with priority given to seniority classification coupled with the return of the application prior to deadline.
6. When assignments have been made, students are given a room contract which must be signed and returned within a stated time period.
7. Students whose roommates withdraw before registration will be assigned another roommate. Personal choice will be honored whenever possible.
8. Students whose roommates leave after registration will be given the option of taking a new roommate, moving in with another student who needs a roommate, or paying

for a single occupancy. The Dean of Students staff will assist the student who faces these choices. Extenuating circumstances will be given consideration.

A room change request is considered first as a counseling situation and it is hoped that students will learn to settle their differences and live together. A change is made only with approval from the Dean of Students Office. A $10.00 room change fee will be assessed each student making a room change after the fifteenth class day of the semester.

I.D. CARDS

I.D. cards are non-transferable. If the I.D. card is found in the possession of a person other than the owner, the card will be confiscated. The card is issued when you are registered for courses. The first I.D. card is free; however, there is a $5.00 charge for replacing a lost I.D. card. At the end of each semester, resident students should turn their I.D.s in to their residence hall staff, non-resident students should turn their I.D.s in to the Assistant Dean of Students. When a student graduates or leaves for any other reason, the card must be turned in to the Business Office. Failure to return the card at that time will result in the withholding of transcripts.

KEYS

Under normal circumstances, a student should have in his possession only the key to his residence hall room. Unusual circumstances may require students to have other College keys; however, in such cases, permission must be obtained from the responsible staff member who will order, deliver and later collect the key.

Students are not permitted to duplicate any key to any lock or door on campus.

Students are not permitted to enter any residence hall room other than their own without the express permission of the resident(s) of the room. The resident(s) giving the permission must notify the staff member that it is permissable for a particular person to enter the room in the resident's absence.

All keys to any College lock, door, or other property must be returned no later than the end of the spring semester. Students who fail to return the room key to their Residence Director or who fail to return other College keys to the specified staff member at the end of each semester will either be billed for or will have deducted from their room deposits the cost of labor and materials associated with the installation of a new lock and the making of new keys.

POSTERS AND PUBLICITY

No posters or other forms of publicity may be displayed or distributed on the campus by persons or organizations other than official Centenary College organizations unless express permission of the Dean of Students' Office has been obtained. All posters, notices, etc. must be identifiable as to source. Any damage done to College property by the display of posters or any cleaning that needs to be done as a result of publicity materials littering the campus will be paid by the source of the publicity.

Special areas for and methods of publicizing College activities will be determined by the Student Senate.

All publicity must be removed within three days following the publicized event by the sponsoring group.

Salesmen are not permitted to solicit on the campus without written permission from the Dean of Students. Students as well as staff should ask any solicitor for proof of written permission from the Dean of Students. Should a residence group want a salesman to present or demonstrate a particular product in the residence lobby, the Dorm Council should notify the Dean of Students. This same procedure also covers solicitation of donations.

Students desiring to sell products in order to earn money toward their education or College organizations conducting fund-raising projects may apply to the Dean of Students for special permission to sell products.

PREPARATION WEEK

The College has set aside the week before final exams in both the spring and fall semesters as a special time to review academic work and prepare for final exams. It is designated as PREPARATION WEEK. The following policy and requirements are designed to help students concentrate upon their studies by reducing the usual multitude of college activities that demand time and attention.

As of 8:00 a.m. the Monday of Preparation Week, no papers, tests, or additional work (beyond completion of courses) may be assigned. Lab tests may be given during Preparation Week. Class assignments made earlier in the semester may be due during Preparation Week. Dormitories will observe 24 hour quiet time beginning at 10:00 p.m. Sunday prior to Preparation Week and continue through exam week.

As of 8:00 a.m. the Wednesday of Preparation Week, and continuing through exam week, no college-sponsored or affiliated groups may hold meetings or programs that involve students and/or require student attendance. Judicial bodies acting on official business may meet during this time.

On Saturday of Preparation Week, from 6:00 p.m.- 12:00 midnight, there will be a suspension of these requirements (other than dormitory quiet hours), allowing students and their organizations opportunities for recreational activities. At midnight, Preparation Week requirements resume and continue through exam week.

Requests for exceptions to these regulations should be made in writing to the chairperson of the Student Life Committee as early as possible and not later than 10 days before the beginning of Preparation Week. The Committee will not consider petitions after that date.

SMOKING

Use of tobacco in instructional areas and library is prohibited. Please respect designated 'No Smoking' areas on campus.

SPECIFIC AREAS OF CONDUCT FOR WHICH ANY STUDENT IS SUBJECT TO DISCIPLINARY ACTION

1. **Alcoholic Beverages**
   Use, possession, or distribution of alcoholic beverages in or on any College property.
2. **Civil Law**
   Any conduct which is in violation of city, state, and/or federal laws.
3. **Inappropriate Conduct**
   Conduct that leads to embarrassment or indignity to others or to the College, while on College property or at College-sponsored activities.
4. **Drugs**
   Use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding or other dangerous drugs, except as expressly permitted by state and/or federal laws.
5. **Failure to Cooperate**
   Failure to cooperate with the request of College officials (faculty, administration, resident staff, and dorm councils) in the performance of their duties.
6. **False Information**
   Willfully and knowingly furnishing false information to the College.
7. **Firearms, Explosives**
   Use, possession, or distribution of firearms, explosives, incendiaries or any other weapons in or on any College-owed or College-controlled property. The student should be aware that such items as firecrackers, bottle rockets and the like are included in the term "explosives".
8. **Honor Code**
   Violation of the Honor Code of Centenary College.
9. **Misuse of College materials**
   Forgery, alteration, or misuse of College documents, materials or records.
10. **Misuse of Identification Materials**
    Forgery, alteration, or misuse of identification materials or records.
11. **Misuse of Property**
    Theft of, damage to, or illegal possession of any College-owned or College-administered property and property of a member of the College community or any campus visitor and any acts which deface or destroy College buildings and/or grounds.
12. **Obstruction of Proceedings or Activities**
    Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceedings or other College activities, including public service functions or other authorized activities on College property.
13. **Organizations, Public Expression**
    Violation of College policies or campus regulations concerning the registration of student organizations and the use of College facilities.
14. **Physical Abuse**
    Physical abuse or the threat of physical abuse to any person on College-owned property, or at Centenary-sponsored or supervised functions, or conduct which threatens or endangers the health, safety or well-being of any such person.
15. **Residential Rules**
    Violations of rules governing residents in College-owned or College-controlled property, including failure to pay residence hall dues or fines on time. (failure to attend meetings, etc.)
16. **Unauthorized Entry**
    Unauthorized entry into or use of any College facility or property.
17. **Visitation**
    Failure to adhere to the hours during which a member of the opposite sex may visit in a student's room.
    These hours are 12:00 noon to 12:00 midnight Sunday through Thursday and 12:00 noon to 2:00 a.m. Friday and Saturday.

GENERAL RESIDENCE HALL INFORMATION AND REGULATIONS WHICH PERTAIN TO BOTH MEN AND WOMEN

The Dean of Students Office is responsible for the operation of the residence halls. This office provides counseling to students, makes room assignments, selects and trains the residence hall staff members and processes reports of alleged student misconduct. The Resident Directors and Resident Assistants communicate with residents regarding the College and its services. The Resident Assistants are trained to be peer counselors and advisers. It is also the responsibility of the residence staff (as well as any student) to report residents whom they observe to be in violation of College expectations.

Custodial services include cleaning of bathrooms and halls and the emptying of hall trash receptacles daily on weekdays. It is the responsibility of each student to keep his own room clean, to report maintenance problems and damages to furnishings to the Resident Director or Resident Assistant. Only in the case of emergency and in the absence of any staff member should the individual student call for maintenance services. The number to call then is 5286 between 8:00 a.m. and 4:30 p.m. weekdays.

WALL HANGINGS AND DECALS

Posters and pictures may be hung on the walls only with the use of thumb tacks. Damages will be assessed for use of any material which defaces the walls or ceilings. Ceiling hangings are a fire hazard and therefore may not be used. Decals may be used on *glass* surfaces only, but **must be removed when the student vacates the room.** Decals may not be applied to wooden or painted surfaces or lamps.

APPLIANCES

No appliance with exposed heating elements and no multiple socket plugs may be used in any residence hall room.

FOOD

Public health regulations prohibit the storage of food in bathroom areas. No uncovered containers of food may be stored in residence hall rooms. No cooking is permitted in the residence hall except in designated kitchen areas. Cooking even in these areas may not be a substitute for the meal plan. No perishable food should be left in the room during vacation periods.

RESIDENCE HALL CLOSING

Residence halls are officially closed for the breaks between fall term and interim, spring and summer terms, and summer and fall terms. It is expected that all students will vacate the residence halls during these times. In emergency cases students may be allowed to remain in their rooms if staff personnel is available and permission is granted by the Dean of Students. During the times the dormitories are officially closed, the opposite sex visitation policy is suspended. Any opposite-sex visitation at these times will be considered a violation of College regulations.

THEFT

The College is not responsible for theft of personal property from residence hall rooms or elsewhere on College property. The Resident Directors have Missing Item(s) Report Forms which the student should complete when belongings are missing.

ROOM DEPOSIT

A $60.00 room deposit is required of all residents and is retained as a general housing deposit as long as the student resides on campus. The room deposit will be held until the end of the last semester a student attends the College, at which time it will be used to pay for any repairs or replacements of damaged furniture or fixtures for which the student is responsible. All damage charges assessed to a student prior to that time will be billed to his regular account. Charges for loss or damage of equipment or defacement of any community used area such as lounges, recreation rooms, corridors or bathrooms may be assessed equally against the residents of the area.

ROOM CHANGES

A request for a room change is normally considered as a counseling situation. The residence staff and the Dean of Students staff are concerned and ready to help. A fee of $10.00 will be assessed for any change occuring after the fifteenth class day of the semester.

ROOM FURNISHINGS

No furniture, including mattresses, may be moved from one room to another. College furniture may not be physically altered in any way. For safety reasons, such fire and safety hazards as candles or any other lighted item, such as incense, which unattended could cause a fire, ceiling hangings and partially obstructed doorways are not allowed in residence rooms.

ROOM INSPECTION

At Centenary, you have the right to privacy in your own room. However, on occasions the residence staff and/or other College officials have the authorization to enter rooms and make visual checks in order to meet emergency situations, to make routine maintenance or fire hazard inspections, to maintain minimum health and safety standards and to enforce pertinent regulations. To enter a room and inspect a student's personal belongings requires a letter signed by the Dean of Students. This search application will specify the reason for search and the object sought. Every effort will be made to have the student present during the search. However, if the student is not available, the search will be conducted.

Each semester residence staff members inventory all residence rooms and furnishings. This detailed inventory includes previous damages and the amount, type, and condition of the furnishings of their rooms. Suitemates shall be equally responsible for the bathroom and hall of their suite. Re-evaluation shall be made by the staff when room changes occur, during breaks and during the semester on notice. The residence hall staff, on notice to the student, may check a room at any time for health, safety or maintenance reasons. These checks are visual only. A letter from the Dean of Students is required for entry to a room for a search and seizure inspection.

SAFETY AND HEALTH MEASURES

It is against the regulations of the College and civil law to tamper with fire equipment of any kind and each student should accept personal responsibility for reporting anyone who does so.

Every student should accept personal responsibility for helping to prevent false fire alarms. A series of false alarms may well encourage a situation in which an alarm pulled for an actual fire or other emergency goes unheeded. Also, everyone should recognize that some students are seriously upset by the sudden interruption of their sleep, particularly by a sound which spells danger.

Students should empty their wastebaskets whenever they are full; an overflowing wastebasekt is a fire hazard.

The burning of candles and other substances such as incense is not allowed in the residence halls. Such items have been the cause of many fires.

Any student who detects an odor of burning should report this immediately to the Resident Director. Students' rooms should be kept reasonably clean. Piles of soiled clothing, uncovered food and spills not cleaned up are health hazards.

Students should report illness to the RA who should also keep the Resident Director informed. Proper care may prevent the spreading of illness.

SPECIFIC AREAS OF CONDUCT FOR WHICH ANY STUDENT MAY BE SUBJECT TO DISCIPLINARY ACTION

OPPOSITE SEX VISITATION

All students 18 years of age and older may opt to have opposite sex visitation in their dormitory room. Visitation hours are 12:00 noon to 12:00 midnight Sunday through Thursday and 12:00 noon to 2:00 a.m. Friday and Saturday. All guests of the opposite sex must be escorted from and to the lobby by the host(ess). It is the responsibility of the host(ess) to complete the official sign-in/out procedures. Students who request no visitation are assigned rooms accordingly to assure their privacy. Residents under 18 years of age may have opposite-sex visitation with parental permission. These regulations as well as all other residence and campus regulations apply to all residence halls.

LOBBY VISITATION

Students are allowed to have guests of the opposite sex in their dormitory lobby twenty-four hours a day. After the official visitation hours a guest must be in the company of his/her host(ess).

OVERNIGHT GUESTS

Students may have overnight guests of the same sex; there are, however, some regulations to be observed.

1. All overnight guests must be registered with the Resident Director, even one staying in the room of the host or hostess.
2. Guests must comply with our residence and campus regulations; the student host or hostess will be responsible for any infraction by his/her guest.
3. Guests should plan to visit on weekends, if at all possible.
4. Guests should stay no longer than three nights without specific permission from the Assistant Dean of Students.

PETS

Students are not allowed to keep pets of any type in residence halls.

DRESS AND CONDUCT

Dress and conduct should be in good taste at all times as befits an institution of higher learning.

BAR BELLS

At no time are there to be bells or any weight-lifting equipment in the residences. There is a weight room in the Gold Dome and in Haynes Gymnasium.

MUSICAL INSTRUMENTS

Musical instruments are not to be played in the residence halls except with the express permission of the Resident Director or the vote of the students who might be annoyed by noise. A student vote must be reported to the residence staff by a member of the Dorm Council.

LOBBY PIANO AND TELEVISION

The pianos may not be used during strict quiet hours and at no time may they be used for practice. Practice rooms are available in the Music Department. The television may be used quietly at any time as long as the viewer extends courtesy and thoughtfulness for others. The residents of each hall have priority over other persons concerning television use in their respective residence halls.

RESIDENCE HALL QUIET HOURS

Each residence hall must determine quiet hours at the beginning of each year unless specific hours are stated in the residence hall constitution. Students who are inconvenienced by noise should make a request to the offenders. If noise continues, students should talk with a Resident Assistant and/or report the persons involved in the noice-making to the Dorm Council. Misconduct report forms are available from any Resident Director.

BACK DOORS

With the exception of the honors hall, the back door to the women's buildings are locked and put on an alarm system for security purposes. Use of these doors from 8:00 p.m. to 6:30 a.m. is not permitted.

ROOF AREAS

The roof areas and all equipment rooms are off limits to all except those authorized for inspection, repair or work reasons.

RESIDENCE DUES AND FINES

All resident students may be asked to pay residence hall dues and, sometimes fines. Failure to comply can result in disciplinary action.

EXPECTATIONS OF CENTENARY COLLEGE FOR ITS ORGANIZATIONS

Introduction

The faculty of Centenary College in collaboration with the affected organizations has adopted the following rules and regulations to define the privileges and limitations of organizations established on campus. Any organization failing to abide by these regulations, either in letter or in spirit, will be subject to disciplinary action. The Student-Faculty Discipline Committee shall have the power to decide when these regulations have been violated by a social organization and to determine any appropriate penalty.

For the first offense against these regulations listed below, organizations are subject to forfeiture of pledging, initiation, induction of members, or to social probation for one semester. During the semester immediately following the penalty period, the

organizations will be on probation. A second offense during the probation period may result in an indefinite forfeiture of privileges; a majority vote of the faculty will be required for the reinstatement of these privileges.

General Regulations

FORMING A NEW ORGANIZATION

A group wishing to form a new organization should obtain a faculty advisor, write a constitution proposal which should then be submitted to the Student Government Association. If the SGA accepts the constitution and advisor, the constitution is then submitted to the Student Life Committee for approval. With the approval of the Committee the constitution is then submitted to the Faculty. Upon Faculty approval the organization is granted a probationary status of one calendar year. At the end of this time, the group should present to the SGA any revisions which they have made in the constitution and a summary of their probationary year. If the SGA, Student Life Committee and Faculty approve, the group then becomes a recognized student organization.

MEMBERSHIP

Active membership shall be limited to full-time students matriculated at Centenary College.

ROSTER

The president of each organization is responsible for **submitting a roster** to the Office of the Dean of Students by the end of the fall semester. It is also the responsibility of each president **to keep the Dean of Students Office informed** of any changes or additions to their roster.

FINANCES

Contracts and assumptions of financial obligations must be approved by an alumni or faculty representative approved by the administration.

FUND RAISING PROJECTS

Any fund raising project held on campus by a student organization must be approved by the Dean of Students, Business Manager and Director of Development.

Social Regulations

USE OF FACILITIES

Arrangements for facilities, including the specific details, must be made with the Dean of Students Office **on an official reservation form at least seven days in advance** of the date on which the event will be held. All activities should be placed on the College calendar as far ahead as possible to avoid conflicting dates and to receive maximum publicity. All organizations scheduling activities should check the calendar carefully for possible conflicts before scheduling their own events.

PLACE

Each organization may select whatever site desired for social functions with the following provisions:

The sponsoring organization – not Centenary College – is totally responsible for all activities held off campus.

The host organization is responsible for and liable for the conduct or happenings at off-campus events. Liability is the sole responsibility of the sponsoring organization.

GUESTS

Non-student guests may be invited by permission of the sponsoring organization. The organization assumes responsibility for the conduct of all guests.

PROCEDURES FOR ESTABLISHING AND MODIFYING EXPECTATIONS FOR STUDENTS

Introduction

Centenary College has established a channel of communication through which students should proceed in order to either establish or modify the expectations the College holds for them.

The channel for modifications goes through the Student Senate to the Committee on Student Life. From this committee the channel continues through the faculty to the President of the College.

The diagram on page 10 depicts this channel of communication.

Role of the Student Government Association

Any student who believes the expectations which Centenary College holds for him are inadequate may approach the Student Senate in person or through a senator and express his convictions. If successful, he may engage the cooperation of the Senate in presenting his aims to the Committee on Student Life. Additionally, the Student Senate may bring before the Committee on Student Life, without outside suggestion, such additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the Student Senate and its procedures are stated in its constitution and bylaws.

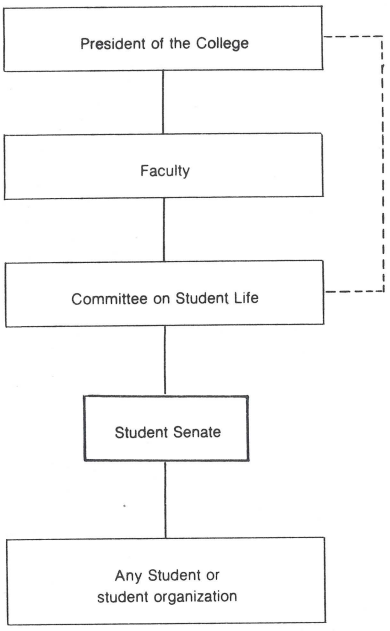
Role of the Committee on Student Life

It is the role of the Committee on Student Life to receive all proposed additions and modifications to the expectations Centenary College holds for its students, to review the contents of these proposals, and to develop and present a recommendation to members of the faculty for their decision.

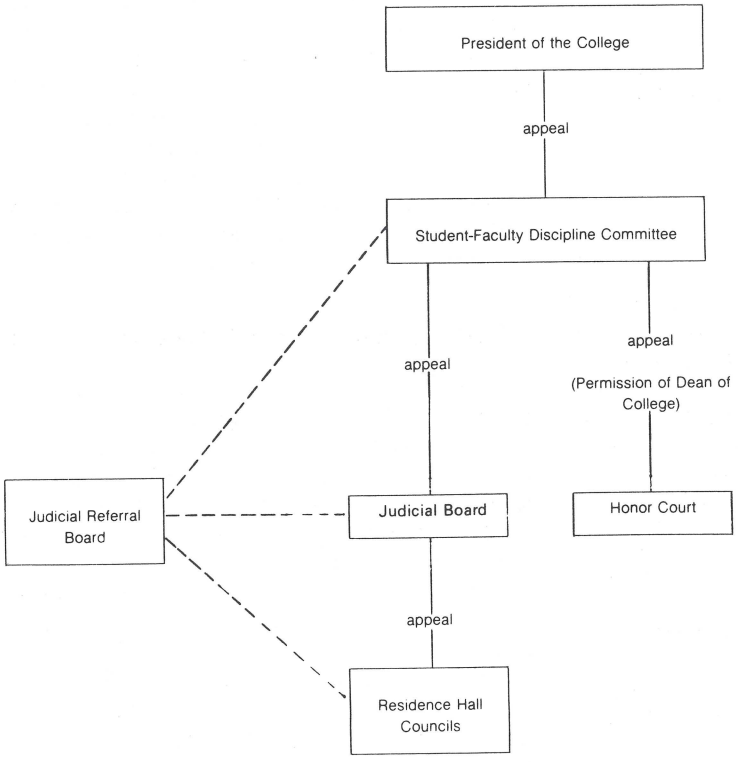
The Chairman of the Committee on Student Life is then responsible for communicating the decision of the faculty to the President of the College for his decision. Technical aspects of the Committee on Student Life and its procedure are stated in its guidelines.

In the event that the President of the College does not approve a proposal from the Committee on Student Life and the faculty does not choose to consider this proposal, it becomes the responsibility of the Committee on Student Life to either accept

CHANNEL OF COMMUNICATIONS FOR ESTABLISHING OR MODIFYING EXPECTATIONS FOR CENTENARY COLLEGE STUDENTS



JUDICIAL SYSTEM OF CENTENARY COLLEGE



the decision of the President of the College as final or to negotiate directly with him until a proposal is submitted which meets his approval. The dotted line in the diagram on Page 10 reflects this negotiation channel. Technical aspects of the committee on Student Life and its procedures are stated in the committees guidelines.

Role of the Faculty

The faculty receives from the Committee on Student Life those proposals in need of faculty consideration. It is the role of the members of the faculty to approve or reject the contents of these proposals and to communicate the faculty decisions to both the Student Senate and to the President of the College through the Committee on Student Life.

Role of the President

The President of the College, after a review of each proposal submitted to him, will make a decision regarding the acceptability of that proposal. Traditionally, the President does not establish rules and regulations governing student life on campus. Rather, he more often acts as a reviewing agent or authority, rarely using his veto power. He should in this role, understand and interpret the points of view of students, faculty, and Board of Trustees, and with sound counsel aid them in establishing and maintaining a program of student life that works for the benefit of the entire College community. His decisions are communicated to the chairman of the Committee on Student Life who will in turn notify all parties.

PROCEDURES OF CENTENARY COLLEGE FOR INSURING DUE PROCESS

Introduction

Centenary College is dedicated to the proposition that personal responsibility is one of several characteristics necessary to a college learning experience. It is anticipated that the majority of the students, when told of the expectations of the College, will choose to abide by them. Inevitably, however, there will be those students who choose to do otherwise.

In order to insure that due process is afforded those who choose to act contrary to these expectations, the College has established a judicial system the form of which is depicted in the chart on Page 10. Technical aspects of students rights, freedoms and responsibilities are covered in the statement by that name.

The Honor Court is responsible for hearing cases of suspected academic misconduct. Technical aspects of the Honor Court and its procedures are stated in its constitution.

The Judicial Referral Board is made up of the Dean of Students, the Chairman of the Judicial Board and the Chairman of the Student-Faculty Discipline Committee. An alternate for each of these persons will be chosen so that they might act in the absence of the primary officer. The Chairman of the Judicial Referral Board is the Chairman of the Student-Faculty Discipline Committee. This Judicial Referral Board is responsible for the referral of cases of alleged student misconduct to the Residence Hall Councils, the Judicial Board, or the Student-Faculty Discipline Committee.

Summer discipline cases will be heard by an ad hoc committee appointed by the Dean of Students. Appeals should be made to the Student-Faculty Discipline Committee.

The Judicial Board is responsible for hearing and acting upon cases referred to the group by the Judicial Referral Board and which involve specific areas of conduct for which any student may be subject to disciplinary action and for hearing and acting upon appeals to cases heard by a Residence Hall Council. These specific areas of conduct appear on Page 3. Technical aspects of the Judicial Board and its procedures are stated in the Student Government Association and Judicial Board Constitutions. In the event a student whose case was heard by the Judicial Board is dissatisfied with the decision of the Board, he may appeal the decision to the Student-Faculty Discipline Committee.

Role of the Student-Faculty Discipline Committee

The duties of the Student-Faculty Discipline Committee include considering and deciding upon all cases of misconduct referred by the Judicial Referral Board. Allowable penalties include suspension and expulsion. The committee also decides upon appeals resulting from other disciplinary action. If a student questions the fairness of disciplinary action taken against him by a judicial body, he should be granted, on request, the privilege of a hearing before this Committee. Technical aspects of the Student-Faculty Discipline Committee and its procedures are stated in its guidelines. In the event a student is dissatisfied with a decision of the Committee, he may appeal the decision to the President of the College.

Role of the President of the College

The President is included in the due process procedure for students who have violated behavioral policies of the College. He is available as a "last" on-campus source of appeal from a decision or review of the Student-Faculty Discipline Committee.

Also inherent in the office of the President is the obligation to take whatever measures may be necessary to protect the well-being and integrity of the College and its members. Of course, this obligation is reserved for emergency circumstances only.

Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate his right to be present on the campus, or to attend classes. Such action is subject to review by the Student-Faculty Discipline Committee, but the status of the student, pending final action, shall remain that in which he has been placed by the President.

STATEMENT OF STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES (WITH MINOR CHANGES FOR THE PARTICULAR SITUATION AT CENTENARY)

Centenary College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the adacemic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

The guidelines which follow are expressions of attitudes only and should be understood in the context of the whole educational mission of the College, including as relevant its educational activities and practices that pertain outside as well as within the classroom. They should be interpreted in such a manner as to give full consideration to the rights and concerns of all segments of the academic community, rather than to concede absolute autonomy to the student sector, when matters of proper concern to the academic community as a whole are involved.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, Centenary College is open to all students who are qualified according to its admission standards. The facilities and services of the College are open to all of its enrolled students.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academics and not on opinions or conduct in matters unrelated to academic standards.

A. *Protection of Freedom of Expression*: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the context of any course of study for which they are enrolled.

B. *Protection Against Improper Academic Evaluation*: Students should have protection through orderly procedure against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. *Protection Against Improper Disclosure*: Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Transcripts of academic records should contain only information about the academic status of the student and such action by the College, as suspension or expulsion for academic or disciplinary reasons which affect the student's eligibility to register at the College. Information from counseling or disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT ACTIVITIES

In student activities, certain standards must be maintained if the freedom of students is to be preserved.

A. *Freedom of Association*: Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join those organizations which promote these interests.

1. The membership policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the College community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional approval.
3. Faculty advisers are required and each organization is free to choose its own adviser. Faculty advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin.

B. *Freedom in Inquiry and Expression*

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and should be free to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and hear any person of their choosing, in keeping with the educational objectives of the College. Those routine procedures required by the College before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The College control of campus facilities should not be used as a device of censorship. It should provide for and make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval of, endorsement of, or agreement with the views expressed, either by the individual, sponsoring group, or institution.

C. *Student Participation in College Government*: As members of the academic community, students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students should have representation on all committees of the College except Administrative Committees and the Faculty Personnel and Economic Policy Committee. The actions of the student government within the areas of its jurisdiction should be reviewed through orderly and prescribed procedures.

D. *Student Publications*: Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the College authorities and of formulating student opinion on various issues on the campus and the world at large.

Centenary College, a publisher of the student publications, may have to bear the legal responsibilities for the contents of the publications. In the delegation of editorial responsibility to students, the College must provide sufficient editorial freedom and financial autonomy for the student publication to maintain its integrity of purpose as a vehicle for free inquiry and free expression in the academic community.

The editorial freedom of student editors and managers entails corollary responsibilities to be governed by canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harrassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press and radio should be free of censorship and advance copy approval, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student media should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal. The Communications Committee is responsible for the appointment of editors and managers and should be the agency responsible for their removal.
3. All College published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body at large.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. *Exercise of Rights of Citizenship*: College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms of speech, peaceful assembly, and right of position that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Faculty and administrative officials should insure that College powers are not employed to inhibit such intellectual and personal development to students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. *College Authority and Civil Penalties*: Activities of students may upon occasion result in violation of law. In such cases, College officials should apprise students of sources of legal council and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities and while College authority should not be used merely to duplicate the function of general laws, College action shall not be precluded merely because the student has violated the civil statute. Only where the College interests as an academic community are distinct and clearly involved should the special approval of the College be assessed. The student who incidentally violates College regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. College action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary

proceedings play a substantial role secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the student and through the regulation for the use of College facilities. In the exceptional circumstances when the preferred means fails to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdictions of student judicial bodies, the disciplinary responsibilities of College officials and the regular disciplinary procedures, including the student's right to appeal a decision are clearly formulated and appear in this publication. Minor penalties may be assessed informally under prescribed procedures.

A. *Standards of Conduct Expected of Students*: The College has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavorial expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through the student handbook and College catalogue.

B. *Investigation of Student Conduct*

1. Except under extreme circumstances, premises occupied by students and personal possessions of students should not be searched unless appropriate authorization has been obtained from the Dean of Students. The search document should specify the reason for the search and the object or information sought. The student should be present, if possible, during the search. For premises not controlled by the College, the ordinary requirements for lawful search should be followed.
2. Students detected or arrested in the course of serious violations of College regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by College representatives to coerce admissions of guilt or information about conduct of other suspected persons.
3. Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate his right to be present on the campus, or to attend classes. Such action is subject to review by the Student-Faculty Discipline Committee, but the status of the student pending final action shall remain that in which he has been placed by the President.

STUDENT-FACULTY DISCIPLINE COMMITTEE

PURPOSES AND RESPONSIBILITIES

1. A primary function of the committee is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board.(See S.G.A. Constitution).
2. The committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against him by a dean, or a student judicial body, he should be granted on request the privilege of a hearing before this committee.
3. At the request of the Executive Council of S.G.A., the committee will rule upon the constitutionality of actions taken by the Student Government Association.
4. Furthermore, the committee should stay informed about disciplinary problems and make recommendations to judicial bodies and members of the administration charged with disciplinary responsibilities.

COMPOSITION OF COMMITTEE

1. The committee shall be composed of seven voting members and four alternates: three Faculty members and two Faculty alternates, three student members and two student alternates, and a Faculty chairman. The chairman should have a minimum of one year's previous service on the committee. The Dean of Students shall be an ex officio member of the committee, without vote, and shall function as its executive officer – that is, he is charged with the responsibility of enforcing the decision of the committee.
2. The three voting and two alternate Faculty members of the committee are recommended by the Committee on Faculty Organization and appointed by the President for terms of one academic year. Whenever possible, for purposes of continuity, Faculty members will serve more than one term.
3. The three voting and two alternate student members shall be nominated by a majority vote of the Student Senate, subject to the approval of the President of the College.
4. The alternate members of the committee attend meetings, and participate at the call of the committee chairman.
5. The composition of the committee during the summer will be determined by the committee at its May meeting.
6. Whenever possible, appointments to this committee are made with due consideration for the principle of separation of power as defined in the "S.G.A. Constitution."

PROCEDURAL RULES

1. Three student members, three faculty members, and the chairman must be present in order for the committee to make a decision.
2. The committee will meet in regular session once each

semester to discuss procedure and campus disciplinary problems.

3. The committee chairman or the President of Centenary College can call a committee meeting at any time either by verbal or written notice.
4. The agenda for the meeting will not be disclosed to the members in advance.
5. The proceedings of the meeting are held in strict confidence.
6. The chairman usually causes two digests of proceedings to be prepared by a committee member or a member of the College secretarial staff. One digest will be kept in the file of the committee secretary, the other in the office of the President of Centenary College.
7. No member of the committee who is interested in a particular case in any way other than his official function as a member of the Committee shall sit in judgment during the proceedings. In the absence of one member of the Student-Faculty Discipline Committee – either faculty or student –the accused may voluntarily waive a hearing before the full committee.
8. The committee should make available to the accused, in writing, all charges brought against him, and must allow him sufficient time to prepare a defense.
9. The student appearing before the committee has the right to be assisted in his defense by a Centenary College faculty or administrative adviser of his choice. At his request, the committee will assist in locating an adviser.
10. The burden of proof rests upon the persons bringing the charge.
11. The student shall be given the opportunity to testify and present evidence and witnesses. In appeals from decisions by the Honor Court, the Honor Court will be the accuser and will be bound by provisions of Article 7 of the Honor Court. In all other cases he shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
12. (a) All members of the committee have the right to question the accused, the accuser, and the witnesses.
    (b) The accused has the right to question the accuser and witnesses.
    (c) The accused remains in the room as long as his case is being heard and until the committee is ready to deliberate, or until the committee calls another accused person.
13. (a) The decision of the committee shall be based solely upon matters considered by the committee at the hearing.
    (b) The committee may dismiss charges, or may assess penalties ranging from warnings through expulsion.
    (c) The chairperson communicates the decision to the accused. A letter of confirmation follows.
14. The chairperson has five digests of proceedings prepared by a committee member or a member of the College secretarial staff. One digest will be kept in the files of the chairperson, one each in the offices of the President of the College and the Dean of the College, and two in the office of the Dean of Students.
15. For the Discipline Committee to consider an appeal, the student must file such an appeal in writing with the committee chairperson within one week after the decision has been rendered by a lower body. (Appeals of decisions of the Honor Court must be made to the Dean of the College in accordance with Article X of the Honor Court Constitution.)
16. The decision of the Discipline Committee is final, subject only to the student's appeal to the President of the College or ultimately to the Board of Trustees.
17. Nothing herein shall be regarded as detracting from the President's powers as set forth in the statement on student rights and freedoms as it appears in the student handbook.

HONOR COURT CONSTITUTION

ARTICLE I. HONOR CODE

Each student who enrolls in Centenary College undergraduate classes during the regular academic year becomes a part of the Centenary Honor System and is responsible to the Honor Code in both day and night classes. Thus, he becomes a member of the college community.

The Honor Code of Centenary College is founded on the idea that honor is that intangible quality which, if it pervades all phases of campus life, will tend to foster a spirit of dignity and personal integrity. Inherent in the system must be the premise that students will not tolerate a violation of the Honor Code. With such a goal, the Honor System is established with the realization that honor must be fostered and not forced, and with the awareness that it will be successful only through the combined and cooperative efforts of faculty, administration and students.

ARTICLE II. GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

Section One. Cheating on Tests and Examinations

1. Using notes, the textbook, or reference material during a test or examination, unless students are specifically authorized to do so by the teacher of the class.
2. Looking on the test paper of another student in the class.
3. Giving or receiving unauthorized aid verbally or in writing.

Section Two. Cheating on Papers

1. Plagiarism is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;
2. Papers may not be proofread by anyone other than the author.
3. Papers may not be corrected by any typist other than the author.
4. No student may submit any work which he (or another student) has submitted for credit in any other course without permission of the second instructor.

Section Three. Failure to Adhere to Specific Requirements of Professors.

Students are responsible for finding out a professor's requirements for examinations, papers, written homework, lab reports, tutoring, and all other work as he relates them to the Honor Court. Failure to adhere to these requirements is a violation of the Honor Code.

Clarification and exception:

1. On papers professors may
   a. Grant that a paper be proofread by parties other than the author.
   b. Prescribe limitations on the sources to be used.
   c. Make special stipulation concerning crediting of sources.
   d. Grant permission to any student to submit any work which he or another student has submitted for credit in any other course.
2. Written homework and laboratory reports.
   a. Students may work together, provided that each member of the group understands the work being done, and the instructor has authorized this procedure.
   b. All data must be reported by the student as observed in his experiment.
   c. Professors may
      (1) Require that all or part of the assignment be done by each student individually.
      (2) Require that secondary sources consulted be credited.
3. Tutoring.
   Students must find out from a professor what kind of help may be received from a tutor on assigned work.

Section Four. Failure to Appear.

If the accused, or a called witness, fails to appear, or fails to submit an adequate excuse to the Court, he shall receive an Honor Court Conviction.

ARTICLE III. PROCEDURE FOR EXAMINATIONS AND PAPERS

Suggestions by the Honor Court to alleviate suspicion of Honor Code violations:

1. Every effort should be made by the student to place himself in the classroom seating arrangement so as to minimize the suspicion of a violation.
2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam material shall be within view.
3. Students should check with professors concerning any questions about papers.
4. Permission for combined work on projects and assignments does not necessarily imply authorized collaboration on resulting papers and reports.

ARTICLE IV. FACULTY RESPONSIBILITIES:

Section One: As a member of the Centenary Community, each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarisms, and other violations of the Honor Code to a member of the Court rather than handling the case and penalty personally.

Section Two. Faculty members shall abide by the decision of the court in grading the student suspected of the violation.

Section Three. Members of the faculty who teach in the Evening Division will inform all students in any Evening Division class that they shall abide by the Honor Code in night classes.

Section Four: Faculty members shall explain all requirements for take-home tests.

ARTICLE V. ADDITIONAL FACULTY PARTICIPATION

A faculty member is urged to do the following:

1. Inform his students of regulations that apply to academic integrity in his course, and to make clear to what extent collaborative work or the exchange of aid and information (studying together, tutoring, proofreading of papers) is acceptable to him.
2. Constructively admonish a student who he feels is drifting into questionable practices, in order to improve the student's understanding of his intellectual responsibility.
3. Explain directions on examinations and inform students of his whereabouts during an examination should questions arise.
4. Instruct students to write and sign the honor pledge on each test and each piece of work that is to be done independently.
5. Impress upon students their responsibility to report all suspected instances of cheating, plagiarism, or other violations of both the Honor Code and his own class regulations.

ARTICLE VI. THE PLEDGE

Students are required to write the following pledge at the end of any examination or piece of independent work: "I have neither given nor received unauthorized aid on this examination (paper), nor have I seen anyone else do so." If the student has received aid or has suspicion of a violation of the Honor Code, the following clause is to be added to the pledge: "... except as I shall report immediately to a member of the Honor Court."

The complete pledge will be written out in hand by the student, and should never be written until the test or paper has been completed for submission to the professor or student. Any violation shall be reported immediately to a member of the Honor Court.

ARTICLE VII. REPORTING OFFENDERS OF THE HONOR CODE

Any suspected Honor Code violation shall be reported immediately. Reports of violation of the Honor Code shall be made to any member of the Honor Court, or to the Honor Court through campus mail. All written communication must be signed, but the identity of the reporting student shall be known only to the members of the Honor Court. This Court shall be pledged not to divulge this information.

ARTICLE VII. HEARINGS

After receiving communication of a suspected Honor Code violation, the Honor Court shall have at most three (3) class days to send written notice to the defendant. Upon receiving notice, the defendant shall then have three (3) class days to prepare his case. The defendant has the right to waive his three day preparation period.

All hearings shall be closed. In order to protect the identity of the reporting party, the accuser and the accused will be called at separate times.

Except under very exceptional circumstances, decisions on cases of violations of the Honor Code shall be handed down within three (3) days of the hearing.

Students and faculty members shall appear on request at Honor Court hearings. Either the defendant or plaintiff may call

witness in their behalf, but the Honor Court shall determine whether the defendant or plaintiff may be present during the testimony or questions of their witnesses.

Findings of the Honor Court shall be published; however, in such reports of findings, facts shall be omitted which would lead to the identification of the principals involved.

A quorum in the Honor Court shall be four members. The votes of four of the members of the Honor Court in favor of conviction shall be necessary for the conviction of an accused student.

ARTICLE IX. PENALTIES

After hearings the Honor Court shall return a verdict of "guilty" or "not guilty" and shall assess penalties for Honor Code offenses as follows.

A. For conviction on the first offense the Honor Court has an option on the following penalties:
   1. Conviction, no further penalty
   2. Conviction with option to redo work. Students may redo the work with no grade assessed to the original work. The new work shall be submitted to the professor for a grade. Should the student fail to submit the new work within a time limit agreed upon by the student and the professor, the student shall receive an "F" in the work.
   3. Conviction with "F" work
   4. Conviction with numerical value of zero (0) on work
   5. Conviction with "F" in course
   6. Conviction with "F" in course with recommendation to the Dean of the College for suspension for a semester.
   7. Conviction with "F" in course with recommendation to the Dean of the College for dismissal from the College.

The numerical value of the "F" in the above penalties shall be determined by the teacher of the course with the stipulation that the "F" be no higher than any honestly obtained "F" on the work by any member of the class (or group of classes).

B. Any piece of work on which the Honor Court makes a ruling may not be dropped by a professor.

C. Conviction on the second offense imposes an automatic penalty of dismissal.

ARTICLE X. APPEAL PROCEDURE

Appeal from conviction of an honor code offense shall be made to the Dean of the College within seven (7) working days of notification of conviction by presenting to her the reasons in writing for requesting reconsideration of the case. If the Dean considers the request justified, the appeal will then be heard by the joint Student-Faculty Discipline Committee, and their decision will be final.

ARTICLE XI. ORGANIZATION OF THE COURT

Section One. Composition

The Honor Court shall consist of five members and two alternate members nominated by the Faculty and student body.

Section Two. Selection

Nominations shall be made by the student body and the Faculty to fill any vacancies in the Honor Court. The Court shall then choose sufficient names from the list to fill vacancies on the Court. The new Court shall assume its duties upon election. In the event that vacancies on the Court should develop at a time other than the end of the school year, the vacancies shall be filled by the alternate members. Vacancies in alternate positions shall be filled at the discretion of the court.

Section Three. Qualifications

The members of the Honor Court shall:
1. Be of junior or senior standing in Centenary College at the end of the semester during which the office is to be assumed.
2. Be enrolled in at least their second semester at Centenary College.
3. Not hold any elected office to the Student Government Association, membership on a judicial board, or membership on the Student-Faculty Discipline Committee.
4. Have a grade point average of 2.5 or above at the time of election.

Section Four. Term of Office

Terms of members of the Honor Court shall be from the time of selection until graduation or voluntary withdrawal from the Honor Court of the College.

Section Five. Officers of the Honor Court and Duties
1. CHIEF JUSTICE. The Chief Justice shall be elected from the members of the Court before the end of the spring semester of each year. The term of office of the Chief Justice shall be one year. He may, however, succeed himself. The Chief Justice shall have overall supervision of the work of the Court. It shall be his duty to call sessions of Court as the need arises to preside over the sessions.
2. ASSOCIATE JUSTICE. The Associate Justice shall be elected at the same time from the membership of the Court. He shall serve in the place of the Chief Justice in the event of the absence or inability to serve of the Chief Justice. In case of a vacancy in the office of Chief Justice, the Court may at its discretion elect a new Chief Justice or elevate and replace the Associate Justice.
3. CLERK. The Court shall at the same time select from its membership a court clerk who shall be responsible for maintaining the necessary records of the sessions. In the absence of the duly elected Clerk, the Chief Justice shall appoint one of the Court to serve in that capacity.
4. The Honor Court shall select annually two members of the Centenary College full-time Faculty to serve as Faculty advisors. These advisors shall have no power other than to advise. They shall serve also as liason with the Faculty members who might be involved in any case, and participate in questioning according to the general policy determined by the Honor Court.

Section Six. Impeachment Proceedings
1. Any justice may be removed from office by a 2/3 vote of the entire Honor Court for
   (a) Consistent failure to discharge duties.
   (b) Conviction of an Honor Code offense.
2. The member under consideration for removal may not vote in the removal proceedings.

ARTICLE XII. ORIENTATION PROCEDURES OF THE HONOR SYSTEM

Section One. Responsibility for conducting all phases of Honor System orientation shall rest upon the current Honor Court.

Section Two. Presentation to Faculty
1. At the Pre-Registration Conference of each new school year, the Faculty shall be briefed on the Honor System by

the current Chief Justice of the Honor Court, or a representative of that body, given constitutions, and made aware of their several areas of responsibility.

2. The responsibilities and suggestions to the Faculty shall be stressed as being a part of the Constitution (see Articles IV and V).

Section Three. Presentation to New Students

The current Honor Court shall be responsible for making available an explanation of the purposes and operations of the Honor System of the College to all new students, however, *it is the student's responsibility* to familiarize himself with the Honor System.

Section Four. Presentation to Student Body

Each semester an effort shall be made by the Honor Court to impress upon the student body the purposes and mechanics of the Honor System.

Section Five. The Signing of the Code Card at Registration

As a part of the registration procedure, each student will sign a statement agreeing to abide by the Honor Code of the College, which will be included on the general registration form.

ARTICLE XII. AMENDMENTS

Section One. Proposal

Amendments to this constitution may originate with either the Honor Court or the Student Government Association. Suggestions for amendments may be submitted to either body.

Section Two. Ratification

1. Proposed amendments to the Honor Court Constitution originating in the Student Government Association shall be approved by the Honor Court with a 4/5 vote. Amendments originating in the Honor Court shall be approved by the Student Government Association with a 2/3 majority vote.
2. Amendments must be approved by the faculty and, in a general election, by a 2/3 majority of the voting student body to become a part of this constitution. Approval may be made first by either body.
3. The amendment shall take effect immediately upon ratification.

GUIDELINES FOR THE HONOR SYSTEM

1. ADVANTAGES OF THE HONOR SYSTEM

We of Centenary College are proud of the fact that our students govern their own academic performance through an Honor Code which they helped to write, and which they themselves administer.

A national survey has shown that cheating occurs more often on campuses where no joint Honor System is in effect and where enforcement of honesty is left up to faculty alone. It occurs least often among students in colleges where both students and faculty participate in a functioning Honor System.

Our Honor System is a classic example of growing student participation in self-government and responsibility for administrative affairs on campus. The increased freedom it affords gives those who participate in it room to grow in maturity and responsibility, and to strengthen qualities of honesty and integrity.

Sharing with the student body in the observance and administering of the Honor Code also benefits the College faculty. Faculty and students become partners in striving toward a lofty goal, and their common striving builds an atmosphers of trust and confidence. Faculty members are also relieved of the necessity of filling the distasteful role of policeman.

We developed the Honor System at Centenary College because the students proposed the idea to the College faculty and asked that the Faculty join in writing and administering a workable code. The Code was tried on an experimental basis in some departments of the College in 1953, and soon thereafter the present Honor Code was adopted as binding for all regular students of the College.

2. REQUIREMENTS AND PROCEDURES

Basically the Code provides that a student will neither cheat nor will he tolerate cheating on the part of others.

If you have registered at Centenary, you have signed a pact which automatically includes you as a part of our Honor System, binding you to its terms and committing you to uphold its principles and its provisions. You have agreed to present work for credit which is wholly and only your own. When exams are given or when you present written work and research papers, no professor or proctor should be required as a policeman to insure that the work is your own, although a teacher may do so in incidents of suspected violation of the Honor Code. Your own personal integrity is your proctor.

We administer the Code through a Student Court composed of five members and two alternates who are chosen from among nominations made by the student body and the faculty. One member is elected to preside as Chief Justice. At least one faculty member serves as adviser and liaison officer. The Constitution of the Honor Court provides that all violations of the Code shall be referred at once to the Court. It also provides for hearings, suitable penalties upon conviction, and appeal of conviction.

A conviction before the Honor Court for violation of the Honor Code may result in one of the following penalties: Conviction without further penalty, Honor Court O on the work, Honor Court F in the course, suspension for one semester or dismissal from Centenary. Every student should thoroughly familiarize himself with the Honor Court Constitution printed in another part of *The Centenary College Student Handbook* in order to understand exactly what his responsibilities are under the Honor System.

If you suspect that a violation of the Honor Code has occurred, it is your obligation to inform a member of the Honor Court of this fact as soon as possible. Names of the members of the Court will be posted in each classroom. If you do not know any of these students, you may send written notice to the Faculty Advisor, Honor Court, through campus mail.

The Honor Court Constitution and the Honor Code are printed in full detail elsewhere in *The Centenary College Student Handbook*, which all incoming students are expected to read carefully. The Honor System is also explained to new students during formal orientation each fall.

3. RESEARCH PAPERS AND THE HONOR SYSTEM

Most commonly, violations of the Honor Code concern plagiarism. In the interests of clarification, these guidelines are offered.

Plagiarism in any work done under the Honor System is a violation of the Honor Code, and is a serious offense.

You will be plagiarizing if (1) you are not accurate in indicating direct quotations from any source, including textbooks, or (2) you do not completely reword when you paraphrase. Rewording includes using your own language and your own sentence structure. A paraphrase should sound like you, not like the source with the words shifted around. Both quotations and paraphrasing require documentation. Any plagiarism, intentional or not, casts doubt on the honesty of all your statements.

A Short Guide to Manuscript and Documentation Form, by Allen and Colbrunn, found under 029.6, AL53s, and the MLA *Style Sheet*, found under 029.6, M72s, are both on permanent reserve in the library for your reference use. These pamphlets, along with the freshman English textbook and this explanation, should indicate what is not proper credit and correct form for giving credit.

Borrowing an author's *ideas* and putting them into your own words is *paraphrasing* and requires that credit be given for the ideas by means of a footnote or other clear procedure. Neither quotation marks nor indentation is used for paraphrasing. If you present another person's ideas as your own, by *not* giving credit, you are plagiarizing. When in doubt, footnote!

Borrowing an author's exact *words is quoting* and also requires a footnote or other clear credit to the source. Quotes must be placed in quotation marks, and if the quote is long, it should also be indented and single spaced. If you quote an author and do *not* put the quote in quotation marks or indent, you are plagiarizing *even if you do give a footnote*! You are borrowing not only the author's ideas, but are presenting the words as your own. You still are not giving full credit, and thus are plagiarizing. Usually, two or more distinctive and sequential words from the source should be placed in quotation marks.

Following is a reproduction of part of page 208 of *Recent American Literature* by Donald Heiney (Great Neck, New York: Barron's Educational Series, 1958). Following this reproduction are examples of three students' use of this reference in research papers. Two of the students, A and B, have given improper credit and therefore are guilty of plagiarism. Student C has given proper credit.

The original passage:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author; today many American critics are inclined to agree in this judgment. The distinction is one to which he is well entitled. He is sometimes considered an agrarian naturalist in the manner of Erskine Caldwell; actually he is more meaningful and profound, as well as more artistically original, than any of the American naturalists with the possible exception of Hemingway. His novels are generally laid in rural settings, but the problems they treat are psychological and moral rather than physical. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialist civilization of the North.

Student A has plagiarized both ideas and words by presenting them as his own without any footnotes at all. He has violated the Honor Code.

Student B's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration and its struggle to resist the progressive and materialistic civilization of the North.[1]

[1]Donald Heiney, *Recent American Literature*, (Great Neck, New York: Barron's Educational Series, 1958), p. 208.

Student B has given credit for the borrowed ideas by his footnote, but not for the words, which are also borrowed in places. Although a few words are changed there are still complete sentences lifted intact from the original work without giving credit for the author's words. Student B also has violated the Honor Code.

Student C's paper:

Faulkner's great talent has made him 'the foremost living American author' to European critics. The rural settings of many of his novels illustrate his naturalism which is often compared with that of Erskine Caldwell. The central theme of Faulkner's novels is the decline of the South.[2]

[1]Donald Heiney, *Recent American Literature*, (Great Neck, New York: Barron's Educational Series, 1958) p. 208.

[2]Ibid.

Student C has given credit for both the phrase "the foremost living American author" and for the ideas borrowed. he has given proper credit.

4. A FINAL REMINDER

If you have any questions, it is your responsibility to ask your teacher exactly what he or she requires in a paper that requires research or documentation. Let us remind you that this applies to all full time and part-time undergraduate students whether in day or night classes.

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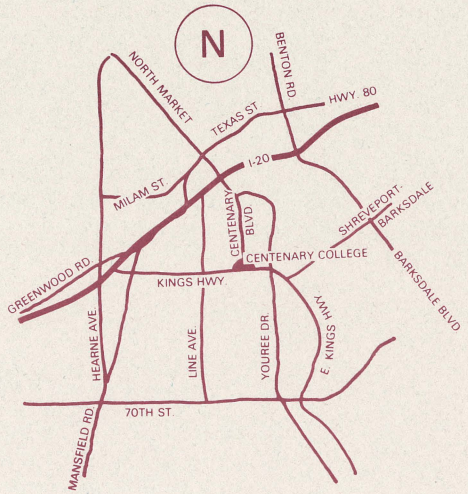
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